



# Navy Birthday Ball Reimbursement Grant Request Form

## Local Base Information:

**Request must be received no later than 60 days after event date.**

Name of Base: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City/State/Country/Zip: \_\_\_\_\_

FFR Office Use Only:

Date Rec'd: \_\_\_\_\_

Approved? YES NO

Amount: \_\_\_\_\_

Date to Finance: \_\_\_\_\_

Sent Conf E-mail: \_\_\_\_\_

## Accounting Information:

Fund # \_\_\_\_\_ Company Code \_\_\_\_\_ Cost Center \_\_\_\_\_

MWR Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

MWR Contact E-mail: \_\_\_\_\_ DSN: \_\_\_\_\_

## Ball Information:

Date of Ball: \_\_\_\_\_ Location? \_\_\_ On Base \_\_\_ Off Base Name of Venue: \_\_\_\_\_

Number of Actual Attendees this year: \_\_\_\_\_ Number of Actual Attendees last year: \_\_\_\_\_

Name/Title of MWR Person on Navy Ball Committee: \_\_\_\_\_

List of Applicable Expenses: (use additional sheet if necessary)

# Items	Item Description	Vendor	Cost Each	Total Cost
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____

Total amount of reimbursement request: \$ \_\_\_\_\_ (not to exceed limitations listed in box below)

Reimbursement is eligible for entertainment, decorations and small mementos (\$6 or less each **only**). Examples include: band, DJ, flowers, centerpieces, coins, mementos or commemorative glassware. Non-reimbursable items include: speaker fees, food and lodging for performers or speakers, transportation expenses, and printing of programs or tickets.

# of Attendees	Max. \$ Amt
250 or less	\$1,700
251 - 500	\$2,350
More than 500	\$3,000

## Approved by:

Signature of Commanding Officer/MWR Director

Date Signed

Printed Name

Title

Reimbursements are limited to those bases that have a centralized MWR fund. Your base must have an MWR department with activities (sports, fitness, stables, aquatics, bowling, golf, food and beverage, ITT) and programs (child development, youth, intramural sports) that generate income. Decentralized Navy recruiting districts and decentralized activities are not eligible to receive Navy Ball reimbursement grants.

Upon approval reimbursement is transferred to the MWR fund. The local MWR will allocate the funds to your Navy Ball committee.

Send all information to:

**ROBIN HILLYER-MILES N94P2  
FLEET AND FAMILY READINESS  
CNIC MILLINGTON SERVICE CTR  
5720 INTEGRITY DR BLDG 457 RM 329  
MILLINGTON TN 38055-6500  
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